



**Hove Park School**  
*"Together We Achieve"*

Nevill Campus: Nevill Rd, Hove, East Sussex, BN3 7BN  
Tel: +44 (0)1273 295000/1 Fax: +44 (0)1273 295009

Valley Campus: Hangleton Way, Hove, East Sussex, BN3 8AA  
Tel: +44 (0)1273 295002/3 Fax: +44 (0)1273 294994

Email: [office@hovepark.org.uk](mailto:office@hovepark.org.uk)

Mr Jim Roberts- Headteacher

**Resource Support Technician (Languages) – Level B**  
**NJC Scale 3, point 5 £9,671 (Actual Salary)**  
**Permanent**  
**Part-Time, 22.5 hours per week**  
**Term time only, 44 weeks per year**  
**Languages Department**

Hove Park School is seeking to recruit a Languages Resource Support Technician to join the Languages team. This is a wonderful opportunity to develop your career in a supportive and forward thinking environment. Hove Park is an excellent school in which to work and was judged Good in our last inspection in March 2017.

Under the overall direction of the Head of Faculty and in accordance with the practices and procedures of the school, the Resource Support Technician will provide technical support to the departments, through the preparation of equipment and materials for lessons and trip administration. The technician role forms a central part of the work of the department. They will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

**Closing date: Wednesday, 4<sup>th</sup> September 2019**  
**Interview date: Week beginning 9<sup>th</sup> September 2019**

Hove Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Information about this post and an application form can be downloaded from our website: [www.hovepark.brighton-hove.sch.uk/vacancies](http://www.hovepark.brighton-hove.sch.uk/vacancies)

Please submit your completed application form to [recruitment@hovepark.org.uk](mailto:recruitment@hovepark.org.uk) or apply directly through TES.

Hove Park School celebrates diversity and welcomes applications from all areas of our community as we aim to have a staff body that is representative of our socially, culturally and ethnically diverse student population.



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## JOB DESCRIPTION

**JOB TITLE:** Technician – Resource Support Role B

**SECTION:** Schools

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**Please note;** this is a Generic Job Description. It describes the level of responsibility that you will be required to *undertake*. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will *advise* you of those that are not applicable. Text in **bold** font indicates the key level responsibilities for this role.

### PURPOSE OF JOB

To provide general support to the staff and pupils within a **specific curricular/resource** area, including preparation and maintenance of resources and equipment under the instruction of senior staff.

### PRINCIPAL ACCOUNTABILITIES

- To prepare **specialist** equipment/resources/materials as required by staff within strict time scales.
- To create and maintain a purposeful, orderly and productive working environment for the teacher.
- To *monitor* stock and supplies, **cataloguing as required**.
- To *ensure* the **maintenance** of specialist equipment, checking for quality and safety, **undertaking repairs/modifications within own capabilities** and reporting other damages as appropriate.



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- To support pupils in accessing learning activities as directed by the teacher.
- To *ensure* pupils adhere to health and safety regulations and instructions.
- To *assist* with the supervision of pupils out of lesson times, for example: during extra curricular activities and clubs.
- To *implement* structured learning activities/teaching programmes in line with the National Curriculum, under the direction of the teacher.
- To demonstrate, and *assist* others in the safe and effective use of specialist equipment/materials.
- To provide feedback to pupils in relation to progress and achievement.
- To administer *routine* tests and invigilate exams and *undertake routine* marking of pupils' work.
- To maintain records as requested.
- To provide clerical and administration support to the teacher, such as typing, DTP, printing, photocopying, display work, and the collection and recordings of monies if required.
- To *participate* in meetings as required.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to *undertake* various other duties as may reasonably be required.



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Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.



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## PERSON SPECIFICATION

**POST TITLE:** Resource Support Technician Level B

### CRITERIA

### ESSENTIAL CRITERIA

**Job Related  
Education and  
Qualifications and  
Knowledge  
Experience**  
□

- NVQ Level 2 or equivalent
- **Experience/Knowledge** of Resource Support in **specific subject area**

**Skills/Abilities**

- *Good* numeracy / literacy skills
- Basic knowledge/skills in specific subject area

**Equalities** □

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.